

Memorandum

TO : Chairman, CEDIB Task Team II

DATE: 17 July 64

FROM : CEDIB Support Staff

SUBJECT: Terms of Reference

perhaps the attached thoughts will be of some assistance in your formulation of Terms of Reference for your Task Team on BIOGRAPHICS.

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D R A F T

CODIB

Ad Hoc Problem Group V

BIOGRAPHICS

Statement of Initial Objectives

I. Problem Group Objective

To develop a plan for the mechanization of the processing of biographic information and to facilitate the exchange of biographic intelligence information.

II. Initial Problem Parameters

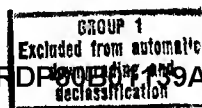
A. Scope

1. System to include all present or ~~engaged~~[✓] sources.
2. Task includes determination of elements to be controlled as well as design of format(s).
3. Task includes coding and methods of presentation as well as utilization of newer techniques.
4. Plan will cover biographic information from all areas.

B. Characteristics.

1. Format(s) will provide for the full range of intelligence interests (positive as well as counter intelligence).
2. Format(s) will provide for a variety of information processing, systems (EDP, EAM, manual).
3. Format(s) will accommodate both structural^{ad} information fields as well as narrative fields.
4. Plan should include current awareness service but emphasis is on search and retrieval.

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5. Plan may or may not provide for provision of referenced documents.
6. Plan will provide for selective information collations or name checks.

C. Constraints.

1. Plan must accommodate present departmental exploitation and serve Community references needs.
2. Format(s) should admit elements of local as well as common use.
3. Format(s) must be accommodated within present systems of reporting and processing.

III. Initial Problem Group Tasks

1. Identify present systems and activities where biographic information is collected, processed, or used.
2. Acquire all presently used biographic formats.
3. Identify and list common and unique biographic information elements.
4. Identify and compare principal characteristics of present biographic processing systems.
5. Make estimates of volumes of existing holdings of files and documents, and requests by type.
6. Describe impact of uniform format(s) on present collecting, processing and reporting systems.
7. Determine additional tasks or system features.
8. Report to COBIB.

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IV. Schedule

1. Problem group members to be designated by _____
2. Initial report to CODIB to be ready by _____

V. Membership.

Participants will require full security clearances and be knowledgeable of biographic reports and systems of Walnut, BR/OCR, OSI/AF, Holibird, Navy/CI, NSA, DIA, *etc.*

VI. Guidance

The problem group will be under the guidance of CODIB: about 40-60 hours will be required of most members during this initial period.

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